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ER-9963

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management

DATE: 18 June 1948

FROM : Chief, Budget and Finance Branch

SUBJECT: Proposed Unvouchered Funds Project for A&M

1. It is suggested that there be presented to the Projects Review Committee a request for the establishment of an unvouchered funds project to cover miscellaneous expenses and advances incurred by the various branches of A&M for security or emergent purposes. The establishment of such a project would enable the Executive for A&M to approve miscellaneous and petty cash expenses of a routine nature and would relieve the Director of Central Intelligence of this detail. Such charges arise only occasionally and are usually in small amounts.

2. Following are examples of the type of expenses which would be covered by such a project:

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e. Other miscellaneous expenses or advances necessary for reasons of security or operational emergency, when it is not possible to pay such expenses from vouchered funds.

3. Based on past experience it is estimated the sum of \$500.00 will be sufficient to cover the above items for the Fiscal Year 1949. No expenses would be incurred or disbursements made without the written approval of the Executive for A & M.


E. R. SAUNDERS

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